



COMMITTEE ON STUDENT FEES & BUDGET REVIEW

BUDGET ANALYST APPLICATION 2016-2017

Title: Budget Analyst
Length of Time: Academic School Year 2016-2017
Time Commitment: 6 to 8 hours a week

Pay: \$15/hour

Background

The Committee on Student Fees and Budget Review is a Chancellor's Advisory Committee, reporting to the Chancellor and his designated representative.

Each academic year, CSF evaluates two campus divisions. Past evaluations include the Office of Undergraduate Admissions (UGA), KALX, Residential/Family Living (RFL), Recreational Sports Facility (RSF), University Health Services (UHS), and the Student Life Advising Services (SLAS).

CSF provides oversight on all referenda advisory committees on campus. This is to ensure that the fees are properly allocated in accordance to each fee's policy. CSF's participation in these committees is to provide past information on each fee to the current advisory board. Sample committees include Health Fee Advisory Board, Class Pass Committee, Student Referenda Committee, as well as The Green Initiative Fund.

CSF reviews the budgets from the various registration fee control units. We evaluate the budgets on quality of service and adherence to the needs of students. Each year we compose a report designed to give the Vice Chancellor's a cohesive recommendation reflecting the student opinion.

CSF is not only concerned with campus based fee issues, but is also involved in a statewide UC Council on Student Fees. In the Council on Student Fees, CSF plays an integral part in the lobbying and recommendation process to other student fee organizations as well as to legislatures and Regent members.

Job Description

The Analyst acts as a student consultant to campus units that receive student registration fees. As a consultant, the Analyst interviews employees of campus organizations, creates surveys, and contributes to the writing of a budget report at the end of the academic year; this report includes budget and programmatic recommendations for the unit director, the Vice Chancellors, the Executive Vice Chancellor & Provost, and the Chancellor.

In addition to completing these tasks, the Analyst serves as a student representative on external campus advisory committees, such as AC Transit Class Pass Committee, Recreational Sports Advisory Board, and Financial Aid Advisory Committee.



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Responsibilities

- Attending and participating in weekly general committee meetings
- Representing CSF at assigned, external committee meetings
- Contributing to year-long unit evaluations by researching campus fee-related issues, surveying the students and faculty on campus, interviewing campus staff members, attending meeting on the budget, and writing the final report
- Following campus and fee related issues
- Participating in additional project teams as needed (e.g., budget analysis, student outreach, UC system-wide and campus fee policy research)

Qualifications

Strong oral and written communication skills, as well as excellent analytical abilities are required to conduct evaluative interviews of campus organizations, represent CSF in external committees, and write budget reports. Ability to work in a team environment is crucial, as most of the assignments are done in groups.

A Completed Application Includes:

- Application Information Sheet (see next page)
- Resume (1 page limit)
- Responses to Application Questions (limited to two typed pages, total)

***Email your **completed application and your resume** as **PDF attachments** to CSF at csf.ucberkeley@gmail.com

- Please submit your application by **11:59pm, Monday, September 5th**

Thank you for your interest.



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2015-2016 Analyst Application

Information Sheet

Name:

Email:

Address:

Telephone Number:

Expected Graduation Date:

Major(s) Declared or Intended:

UC GPA:

Application Questions

Please limit responses to a total of two typed pages.

1. What skills and experiences can you bring to the Committee on Student Fees?
Please include examples that demonstrate commitment, teamwork, leadership, and research and analytical skills.
2. As an analyst, you have been asked to write the portion of the final budget recommendation dealing with Cal Performances. Throughout the semester, you've researched the unit and have come up with information below. Use the given information and any other knowledge you have about Cal Performances to draft 1-2 paragraphs outlining your recommendation to increase, decrease, or maintain funding and the reasons behind it.
 - 7% of student body has attended a Cal Performances event in the past year.
 - 3% of Cal Performances' budget comes from the Student Fees
 - Cal Performances receives \$424,000 dollars from Student Fees, which total \$30.8 Million. This represents 1.38% of the total Student Fee fund pool.
 - Cal Performances has the 7th highest allocation from Student Fees (i.e. 6 of 33 other campus units receive more money from student fees).
 - The following are quotes from focus groups:
 - "Cal Performances never hosts any events I want to see."
 - "I've taken advantage of student discounts at Cal Performances many times, and really enjoy the shows they put on."
 - In an interview with the director of Cal Performances, he presented his plan to appeal to students by hosting a world music festival.
3. What are your other time commitments, and their approximate hours per week, for next year?